

LAW R101: PARALEGAL FUNDAMENTALS

Originator

ehess

College

Oxnard College

Attach Support Documentation (as needed)

PLS Advisory Committee Minutes - 10-6-21.pdf

Discipline (CB01A)

LAW - Paralegal Studies

Course Number (CB01B)

R101

Course Title (CB02)

Paralegal Fundamentals

Banner/Short Title

Paralegal Fundamentals

Credit Type

Credit

Start Term

Fall 2022

Formerly

PLS R101 - Paralegal Fundamentals

Catalog Course Description

This course explores the legal system including basic legal terminology, sources of law, legal reasoning, federalism, court structure, the rules of procedure, and ethical standards for lawyers and legal assistants. This course includes substantive introduction to the law of contracts, torts, crimes, common law, and the U.S. Constitution.

Taxonomy of Programs (TOP) Code (CB03)

1402.00 - *Paralegal

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

May be required

Grading method

(L) Letter Graded

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

52.5

Maximum Contact/In-Class Lecture Hours

52.5

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

52.5

Total Maximum Contact/In-Class Hours

52.5

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class

Minimum Outside-of-Class Hours

105

Maximum Outside-of-Class Hours

105

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Advisories on Recommended Preparation

ENGL R101 or ENGL R101H

Entrance Skills

Entrance Skills

Compare the work with another, drawing conclusions based on appropriate criteria.

Prerequisite Course Objectives

ENGL R101-Demonstrate college-level control of mechanical elements of writing such as grammar, syntax, spelling, vocabulary, and idiomatic usage

ENGL R101-Research a topic, analyze and synthesize information, and report findings in a properly documented essay

ENGL R101-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays

ENGL R101-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence

ENGL R101H- Demonstrate college-level control of mechanical elements of writing such as grammar, syntax, spelling, vocabulary, and idiomatic usage

ENGL R101H- Research a topic, analyze and synthesize information, and report findings in a properly documented essay

ENGL R101H-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays

ENGL R101H-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence

Entrance Skills

Analyze and comprehend written material at the college level

Prerequisite Course Objectives

ENGL R101-Research a topic, analyze and synthesize information, and report findings in a properly documented essay

ENGL R101-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays

ENGL R101-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence

Entrance Skills

Assess reading material by solving problems and distinguishing between fact and opinion.

Prerequisite Course Objectives

ENGL R101-Write multiple-page expository and persuasive essays
ENGL R101-Research a topic, analyze and synthesize information, and report findings in a properly documented essay
ENGL R101-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays

Requisite Justification

Requisite Type

Advisory

Requisite

ENGL R101

Requisite Description

Course not in a sequence

Level of Scrutiny/Justification

Content review

Requisite Type

Advisory

Requisite

ENGL R101H

Requisite Description

Course not in a sequence

Level of Scrutiny/Justification

Content review

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

- 1 Distinguish the differences between substantive law and procedural law.
- 2 Name and distinguish between the official and unofficial Reporters for California court cases.
- 3 Differentiate between primary and secondary authority used in the practice of law.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- 1 Identify and use legal terminology correctly
- 2 List the characteristics of the successful paralegal
- 3 Enumerate employment opportunities for paralegals
- 4 Describe the American system of jurisprudence
- 5 Distinguish the differences between substantive law and procedural law
- 6 Compare the federal and state legislative systems
- 7 Explain the function of the courts
- 8 Describe technological improvements used in the court systems

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|----|---|
| 9 | List the steps in the criminal trial process |
| 10 | Outline the steps in a civil lawsuit |
| 11 | Explain the procedures for specialized court procedures: family law, probate |
| 12 | Explain the appeals process and how it differs from the trial process |
| 13 | List sources of law and other information and how it is utilized in legal analysis |
| 14 | Compare and contrast a client interview and a witness interview |
| 15 | List the steps in the legal analysis process |
| 16 | Identify categories of legal cases |
| 17 | Decipher case citation |
| 18 | Discuss the primary areas of concern covered by the American Bar Association and the California Bar |
| 19 | Answer questions with regard to common ethical problems within the legal community |

Course Content

Lecture/Course Content

1. The American System of Jurisprudence
 - a. The constitutional basis of the System
 - b. Structure of the court systems
 - c. How laws are promulgated
 - d. Separation of federal and state jurisdiction
 - e. Overview of the legal profession
 - f. Federal and state Law
 - g. Criminal law
 - h. Civil law
 - i. Cases in equity (probate, family law, adoptions, injunctions)
 - j. Alternative dispute resolution
2. Client Services
 - a. Interviewing and investigation skills
 - b. Introduction to legal analysis, research and writing
 - c. Important ethical issues relating to clients' privacy
3. Law Office Procedures and Systems
 - a. Law office administration
 - b. Information management in a law office
 - c. Identifying and avoiding conflicts of interest
4. Personal and Professional Career Development
 - a. Law practice specialties
 - b. Ethics for legal assistants
 - c. Interpersonal communications skills
 - d. Career development
 - e. Continuing education

Laboratory or Activity Content

None.

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Written expression
Problem solving exercises

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Essay exams
Individual projects
Objective exams
Problem-solving exams

Quizzes
Reports/papers
Research papers
Essays
Problem-Solving Assignments

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Case studies
Class discussions
Computer-aided presentations
Distance Education
Group discussions
Guest speakers
Instructor-guided interpretation and analysis
Internet research
Lecture

Describe specific examples of the methods the instructor will use:

Typical graded assignments (methods of evaluation):

1. Read and analyze court decisions evaluated on the basis of the student's understanding of the case.
2. Quizzes on court systems and general principles of law graded on an objective standard.
3. Midterm examination in the form of short essay, true false, multiple choice and/or short answer questions; evaluated on both an objective basis and the understanding a student displays of a subject in short essay responses.
4. Written analysis of hypothetical legal problems to be evaluated based upon the student's ability to identify and state the legal issues and probable results based upon the applicable law.
5. Oral presentation of a legal subject of the students' choice, with instructor approval, evaluated on the research demonstrated in the presentation and understanding of the subject.
6. Class participation in group discussions; evaluated upon willingness to participate and present different points of view.
7. Final examination in the form of short essay, true false multiple choice and/or short answer questions graded on an objective basis when applicable, and the student's demonstrated understanding of the area examined.
8. Term paper on a legal subject chosen by the student, with instructor approval.

Representative Course Assignments

Writing Assignments

1. Writing briefs of assigned cases, which include identification of the problem, the law that applies to the situation, how the decision was analyzed and evaluated by the court and the final decision of the court. This includes the ability to state the general legal issue at hand.
2. Term paper to be an overview of an area of law chosen by the student to be approved by the instructor.

Critical Thinking Assignments

Writing

1. Writing briefs of assigned cases, which include identification of the problem, the law that applies to the situation, how the decision was analyzed and evaluated by the court and the final decision of the court. This includes the ability to state the general legal issue at hand.
2. Term paper to be an overview of an area of law chosen by the student to be approved by the instructor.

Reading Assignments

1. Reading of assignments from text and preparation of assignments in text.
2. Reading of assigned court cases dealing with disputes regarding. paralegals, ethics, criminal, civil and other matters and written analysis of same.
3. Reading of Canons of Ethics of the American Bar Association, the California Bar Association as well as the National Association of Legal Assistants.

Problem-Solving and Other Assignments (if applicable)

Outside Assignments

Representative Outside Assignments

Typical outside of classroom assignments:

1. Reading
 - a. Reading of assignments from text and preparation of assignments in text.
 - b. Reading of assigned court cases dealing with disputes regarding paralegals, ethics, criminal, civil and other matters and written analysis of same.
 - c. Reading of Canons of Ethics of the American Bar Association, the California Bar Association as well as the National Association of Legal Assistants.
2. Writing
 - a. Writing briefs of assigned cases, which include identification of the problem, the law that applies to the situation, how the decision was analyzed and evaluated by the court and the final decision of the court. This includes the ability to state the general legal issue at hand.
 - b. Term paper to be an overview of an area of law chosen by the student to be approved by the instructor.

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Description

Currier, Katherine, Introduction to Paralegal Studies: A Critical Thinking Approach, New York, N.Y., Aspen Publishers, Sixth Edition (November, 2016)

ISBN: 1454873426

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (1%–50% online)

Hybrid (51%–99% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions. ADA compliance will be upheld with Closed Captioning during the session or of the recorded session. Recordings of all live sessions will be made available within the LMS.
Asynchronous Dialog (e.g., discussion board)	Students will be involved in a discussion forum each week in which they will be debating the pros and cons of the learning concepts from each week and share their thoughts and viewpoints with the class.
Telephone	The telephone media of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.
Other DE (e.g., recorded lectures)	Prerecorded lectures on the learning for a given week will be made and placed in the modules to be replayed by the students for additional assistance in learning the concepts involved for a given week.
E-mail	The professor will be involved in email communication with students needing additional help via this communication media.
Synchronous Dialog (e.g., online chat)	The students will be involved in synchronous dialogue during webinar presentations by the professor in which they use the chat feature of the webinar to discuss issues brought up in the professor's lecture and ask questions of the professor and other students.
Face to Face (by student request; cannot be required)	This media of communication will be used between the professor and students needing additional help by meeting at a specific location during normal office hours.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions. ADA compliance will be upheld with Closed Captioning during the session or of the recorded session. Recordings of all live sessions will be made available within the LMS.
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Face to Face (by student request; cannot be required)	This media of communication will be used between the professor and students needing additional help by meeting at a specific location during normal office hours.
E-mail	The professor will be involved in email communication with students needing additional help via this communication media.
Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions. ADA compliance will be upheld with Closed Captioning during the session or of the recorded session. Recordings of all live sessions will be made available within the LMS.
Telephone	The telephone media of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.
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Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

Examinations

Hybrid (1%–50% online) Modality

- On campus
- Online

Hybrid (51%–99% online) Modality

- On campus
- Online

Primary Minimum Qualification

LEGAL ASSISTING

Review and Approval Dates

Department Chair

10/18/2021

Dean

10/19/2021

Technical Review

MM/DD/YYYY

Curriculum Committee

10/27/2021

DTRW-I

MM/DD/YYYY

Curriculum Committee

11/10/2021

Board

MM/DD/YYYY

CCCCO

11/29/2021

Control Number

CCC000622134

DOE/accreditation approval date

MM/DD/YYYY